

~~CONFIDENTIAL~~

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800150002-4

Area Records Officer  
Office Basic Intelligence

8 June 1961

CIA Records Administration Officer

Request for Shelf Filing Equipment

1. Attached are scale drawings of Publications Division and Editorial Branch vault areas in the New Building showing the suggested placement of twelve sections of steel shelving. Also included is a listing to assist you in preparing requisitions for the required shelf filing equipment and accessories.

2. It is estimated that the cost of steel shelving and two step ladders will approximate \$900. plus installation costs. This shelving will replace built-in wooden shelving presently being used in

3. Please call us if we can be of further assistance.



Attachments:

1. Scale Drawings (2)
2. List of equipment (2)

Distribution:

Orig & 2 - addressee  
1 - RMS File Copy  
1 -  Copy

RAO/DDS/RDE,



(8 June 1961)